



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
EUROPE REGION
UNIT 29353, BOX 200
APO AE 09014

IMEU-SO

30 March 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 2005 Summer Safety Campaign

1. REFERENCES

a. Memorandum, HQ USAREUR/7A, AEAGA, 22 Feb 05, subject USAREUR 2005 Summer Safety Campaign.

b. Memorandum, IMA EURO, SFIM-EU-HR-D, 20 May 04, subject: Army in Europe Designated Driver Program.

c. USAREUR Regulation 385-2, Recreational Water Safety Program, 15 March 95.

d. Memorandum. SFIM-EU-ZS, 31 Aug 04, subject 2004-2005 Winter Safety Campaign.

2. DIRECTORS INTENT

The purpose of reference 1.a is to continue to build on the efforts of previous safety campaigns. I fully support this initiative and firmly believe that the campaign will prevent accidents and injuries. Therefore, I decided to endorse this campaign as our own plan and make it applicable to IMA Europe.

3. PURPOSE

This memorandum outlines the requirements in the USAREUR 2005 Summer Safety Campaign that are applicable to IMA Europe and identifies tasks IMA-E Staff and ASGs are required to perform in support of this campaign. The USAREUR Safety website http://www.per.hqusareur.army.mil/services/safetydivision/usareur_summer_safety_campaign.htm provides many tools that may be used to support accomplishing the Summer Safety Campaign tasks.

4. REQUIREMENTS

a. The IMA-E Safety Office will:

(1) Publish and distribute Summer-safety articles to each ASG Safety office. Each ASG will add community specific information related to the Summer-safety article provided to be published in local community new papers starting 1 May 2005.

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(2) Support the Army in Europe Designated Driver program by supplying designated driver wrist bands to MWR clubs upon request.

(3) Distribute *Click it or Ticket* banners to ASG PMO and Safety Offices.

(4) Distribute *Be Safe* Banners and bumper stickers to ASG Safety offices.

(5) Will coordinate with ASG Safety Managers in Germany and Drivers Testing Station personnel in the BENELUX and Italy to ensure adequate Motorcycle Safety Foundation (MSF) courses are provided to support the MSF training requirements of the USAREUR Summer Safety Campaign (reference 1.a. paragraph 4.e. (4)).

b. The IMA-E Public Affairs Office will:

(1) Coordinate with and support the USAREUR public Affairs office to publish safety campaign information including the *Click it or Ticket* and *Booze it and Lose it* campaigns.

(2) Coordinate with the IMA-E Safety Office to conduct a media campaign for Summer Safety Topics during the 1 May to 30 Sep 05 (reference 1a. paragraph 4.e.(2)).

(3) Assist ASG Safety Office with publishing Summer-safety articles in local community new papers starting 1 May 05.

c. Office of the Provost Marshall will:

(1) Coordinate with ASG PMO to ensure all IMA-E force protection weapons clearing procedures posted are in compliance with the revised DA and Army in Europe Policy (reference 1.a. paragraph 4.d.(3), Encl (3,tab D)).

(2) Ensure ASG PMO coordinate with ASG safety offices by providing POV accident information to support updating the "Dangerous Roads" information for each BSB.

(3) Coordinate with ASG PMO to enforce road standards for vehicles and operators, including *Click it or Ticket*, *Booze It and Lose It* and sobriety-test programs and provide feedback to ASG Commanders (reference 1.a. paragraph 4.g.(1)).

d. IMA-E Morale, Recreation and Welfare (MWR) Division will:

(1) Coordinate with ASG/BSB MWR staff to ensure all MWR activities conduct risk assessments of all sponsored summer activities according to AR 215-1. Promote

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MWR managers using self-inspection forms to detect unsafe practices and conditions (reference 1a. paragraph 4.e. (6)).

(2) Coordinate with AS/BSB MWR staff to promote designated-driver program (reference 1a. paragraph 4.e. (3)).

e. IMA-E Army Substance Abuse Program (ASAP) office will develop low-risk drinking guidelines for the Army in Europe. Coordinate with ASG ASAP offices to promote the low-risk drinking guidelines and inform Soldiers, civilians and family members of what constitutes moderate drink and low-risk behavior (reference 1.a. paragraph 4.e. (7)).

f. IMA-E Chaplain Office will coordinate with ASG and BSB chaplains to ensure suicide prevention information and outreach services are available for each community (reference 1.a. paragraph 4.e. (5)).

g. The ASG Commanders will develop a Summer Safety Campaign program for their command and submit to the IMA-E Safety Office by 30 Apr 2005.

h. The ASG and BSB Commanders will:

(1) Review planned events for summer recreational activities, such as festivals and morale, welfare, and recreation (MWR) events, to ensure hot weather risk management is used and appropriate controls are in place (reference 1.a. paragraph 4.d. (1)).

(2) Assist deploying and redeploying units with rail head certification by publishing guidance (Standing Operating Procedure (SOP) or Operation Order (OPORD)) for Rail Loading Operations specific to the infrastructure of the railheads used in your AOR. Provide an electronic copy of the guidance to IMA-E Safety by 1 July 05 (reference 1.a. paragraph 4.d. (2)).

(3) Update and publish a list of authorized swimming areas in accordance with reference 1.c. and provide an electronic copy of that list to IMA-E Safety by 1 May 05.

(4) Ensure each ASG, BSB and HHC and HHD that did not receive unit safety certification in accordance 1.d. receive unit safety certification by submitting applications for Certification to the USAREUR safety office by 15 Sep 05 (reference 1.a. Encl 3, Tab K).

(5) Ensure all weapons clearing barrels have the correct standardized weapons clearing procedures posted in compliance with the revised DA and Army in Europe Policy (reference 1.a. paragraph 4.d.(3), Encl (3, tab D)).

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(6) Ensure HHC and HHD additional duty safety NCOs coordinate Standard Army Safety and Occupational Health Inspections (SASOHI)s workplace inspections for low hazard areas with the BSB Safety Office.

(7) Publish and distribute accident reporting procedures for Soldiers and civilians to include: Department of the Army Civilians (DAC), Local Nationals (LN) and Non-Appropriated Fund employees for your AOR. Ensure subordinates are completing and submitting accident reports (reference 1.a. Encl 3 Tab A and B).

(8) Re-energize your Safety Awards Program and identify units and individuals for outstanding safety performance in their daily mission. Submit nominations for Safety awards authorized in USAREUR Regulation 385-55 and The Department of Army Safety Awards authorized in accordance with AR 672-74 (reference 1.a. Encl 3, Tab M).

i. All ASG/BSB/AST first line leaders and supervisors will:

(1) Ensure Soldiers receive Heat Injury Prevention Training. Ensure all civilian DAC and LN employees receive heat injury prevention information to include: how to recognize signs and symptoms of heat injury, immediate treatment and information on potential individual risk factors. Post Memorandum, 17 Aug 04, subject Heat Injury Prevention Program (<https://www.aeaim.hqusareur.army.mil/library/ltr/pdf/ul2004-048.pdf>) in all workplaces.

(2) Revise unit training standards to ensure Soldiers receive the proper weapons-clearing procedures according to AE pamphlet 385-15, paragraph 49, and conduct training exercises in garrison to reinforce proper weapons handling and weapons clearing (reference 1.a. Encl 3 Tab D)

(3) Conduct "Under the Oak Tree" meetings with soldiers before approving leave or a pass for weekends or holidays or PCS travel that involves the use of POVs. Ensure each soldier has completed a baseline USAREUR Off Duty Risk Assessment. In addition ensure a baseline Automated Safety Management Information System (ASMIS-1) Off-Duty Risk Assessment is completed which will be updated before approving leave or a pass for weekends or holidays or PCS travel that involves the use of POVs (reference 1a. Encl 3 Tab B and L).

(4) Ensure all Soldiers, DACs and LN licensed to drive Army motor vehicle (AMV) or Non-tactical vehicle (NTV) complete "Driving Safety" training.

(5) Ensure all Soldiers receive Composite Risk Management training.

(6) Ensure all Soldiers have received Suicide Prevention training and Substance Abuse Training within the past twelve months.

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(7) Ensure civilian Job-Hazard Analysis are completed and keep on file are each worksite.

(8) Ensure Soldiers and civilians receive "Family and Off-duty Summer Safety Information Sheet" to share with their family members found in reference 1a. Encl 3 Tab T.

(9) Ensure Soldiers and DACs are aware of the BSB Authorized Swimming Area List to include the procedure how to find that information on the USAREUR Safety website for all BSBs in Europe.

3. The IMA-E point of point of contact is Ms. Maureen Pikal, DSN 370-6555, maureen.pikal@ima-e.army.mil.


RUSSELL B. HALL
Director

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